Technical Proposal for Capacity Building Training

Submitted to: The International Committee of the Red Cross (ICRC)
Submitted by: Tamkeen International
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Introduction:

This training program equips staff in Benghazi, Al-Kufra, and Derna with essential skills in training delivery, data management, Microsoft Suite, data collection, and crisis management, enabling them to work efficiently, manage and analyze data accurately, and support evidence-based decision-making

Training Objectives:

- Improve proficiency in Microsoft Suite (Word, Excel, PowerPoint, Outlook)
- Develop skills in systematic data collection and recording
- Build capacity in data cleaning, analysis, and reporting
- Enhance data visualization and presentation skills
- Strengthen understanding of crisis management practices

Target Audience: Benghazi, Al-Kufra and Derna staff

Training Duration: 6 days per course (4 hours/day)

Methodology:

- Combination of lectures, hands-on exercises, and group discussions
- Case studies to illustrate challenges
- Practical assignments to reinforce learning

Training Agenda

General ToT:

- **Day 1:** Introduction to Adult Learning Principles and Training Importance
- **Day 2:** Training Needs Assessment and Learning Objectives
- **Day 3:** Designing Training Sessions and Lesson Planning
- **Day 4:** Training Delivery Techniques and Facilitation Skills
- **Day 5:** Use of Training Materials, Visual Aids, and Engagement Strategies
- **Day 6:** Training Evaluation, Feedback Methods, and Action Planning

Data Analysis:

- **Day 1:** Introduction to Data Analysis and Types of Data
- **Day 2:** Data Collection Methods and Survey Design
- **Day 3:** Data Cleaning and Preprocessing Techniques
- **Day 4:** Data Analysis Using Excel (Formulas, Pivot Tables, Charts)
- **Day 5:** Data Analysis Using SPSS and Advanced Techniques
- **Day 6:** Data Visualization, Reporting, and Final Presentation

Microsoft Suite:

- **Day 1:** Introduction to Microsoft Suite Applications
- **Day 2:** Microsoft Word – Document Creation and Formatting
- **Day 3:** Microsoft Excel – Basic Functions, Formulas, and Tables
- **Day 4:** Microsoft Excel – Advanced Features and Data Management
- **Day 5:** Microsoft PowerPoint – Presentations and Visual Communication
- **Day 6:** Microsoft Outlook – Email, Calendar, and Productivity Tools

Data Collection Methods:

- **Day 1:** Introduction to Data Collection and Its Importance
- **Day 2:** Designing Surveys and Questionnaires
- **Day 3:** Sampling Techniques and Data Recording
- **Day 4:** Digital Data Collection Tools and Software
- **Day 5:** Quality Assurance and Error Checking in Data Collection
- **Day 6:** Reporting, Documentation, and Practical Exercises

Crisis Management:

- **Day 1:** Introduction to Crisis Management and Types of Crises
- **Day 2:** Risk Assessment and Preparedness Planning
- **Day 3:** Crisis Response Strategies and Coordination
- **Day 4:** Communication and Decision-Making During Crises
- **Day 5:** Simulation Exercises and Role-Plays
- **Day 6:** Evaluation, Lessons Learned, and Action Planning

Financial offer:

Training Program	Location	Less than 5 pax (€)	5 to 10 pax (€)	More than 10 pax (€)
Microsoft Suite	Derna	619	243	167
Crisis Management	Derna	619	243	167
Microsoft Suite	Al-Kufra	627	245	169
Data Collection	Al-Kufra	627	245	169
General TOT	Benghazi	509	201	140
Data Analysis	Benghazi	509	201	140

Note: *All prices listed are per participant.*

We look forward to the opportunity to support your team through these training programs and remain available for any further clarifications.

Best regards,